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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

August 21, 1952

BUREAU MEMORANDUM NO. 426

TRANSPORTATION AT OFFICIAL STATION

TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, BUREAU DIVISION HEADS, AND THOSE IN CHARGE OF FIELD STATIONS:

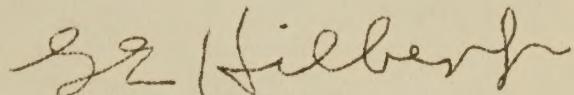
Your attention is directed to Secretary's Memorandum No. 1313, dated June 26, 1952, which was recently distributed throughout the Bureau.

You will note that this memorandum outlines procedures on the use of transportation by employees engaged on official business at their official station, including the hire of taxicabs under special circumstances. The provisions contained therein should be strictly adhered to. The use of taxicabs should not be authorized or approved, except in circumstances where streetcars or busses would not serve our purpose. Also each claim for taxicab fare must be clearly justified in writing, and the account must be approved by the official designated below.

In accordance with Paragraph 3 of the memorandum, I am hereby designating the Assistant Chief of the Bureau in charge of Administration to authorize or approve the use of taxicabs in the Washington area and the Director of each Region to authorize or approve the use of taxicabs at his official headquarters and at other field stations under his jurisdiction.

As stated in Paragraph 4, reimbursement may be claimed on S. F. 1164, and a record should be maintained, so as to readily provide, if needed, information on expenditures for such taxicab fares.

The Standardized Government Travel Regulations should continue to be followed on use of taxicabs, while on an official trip from your official station.



G. E. Hilbert,
Chief of Bureau

